Camille Soto

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My Key Qualifications

- **Insurance defense** associate at Pretzel & Stouffer in Chicago, supporting senior attorneys on civil matters from intake through settlement preparation.
- Drafted pleadings, discovery requests, and coverage memoranda across **14 active matters**, with on-time filings in 14 of 14 during the first year.
- **11 case law and regulatory research summaries** built in Westlaw and LexisNexis, used by attorneys in claim evaluation and settlement discussions.
- Cut missing-document follow-ups **from 6 to 2 per month** by standardizing file checklists and maintaining matter records in iManage.
- Tracks deadlines and filings using **PACER and Illinois state e-filing**, plus a law school simulation with 9 filings and zero deadline errors.
- Capstone in **insurance coverage analysis**: memorandum and claims recommendation for a nonprofit policyholder clinic client, top rubric score in a 24-student section.

Experience

Associate Attorney — **Pretzel & Stouffer, Chartered**, Chicago litigation firm with insurance defense and civil trial practice

Jun 2025 – Present · 1 yr 5 mos

- Drafted motions, discovery responses, and coverage research memoranda across a portfolio of 14 active insurance defense and civil matters, with on-time filings in 14 of 14 during the first year.
- Prepared 11 case law and regulatory research summaries on Illinois statutes, recent case law, and administrative guidance in Westlaw and LexisNexis, used by attorneys in claim evaluation and settlement discussions.
- Standardized file checklists and maintained matter records in iManage and state e-filing folders, reducing missing-document follow-ups from 6 per month to 2.
- Drafts pleadings, discovery requests, subpoenas, and legal memoranda under attorney supervision, tracking filing deadlines and coordinating records collection with clients and outside parties.

Education

- **Loyola University Chicago School of Law** — Juris Doctor in Law · 2022 – 2025 · Relevant coursework: Civil Procedure, Evidence, Insurance Law, Legal Research and Writing, Trial Advocacy

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Projects

- **Insurance Coverage Capstone**
  Analyzed a simulated coverage dispute and prepared a memorandum and claims recommendation for a nonprofit policyholder clinic client. Earned the highest rubric score in a 24-student capstone section.
  Tech: Westlaw, LexisNexis, Microsoft Word
- **Civil Litigation E-Filing Project**
  Prepared a mock state-court filing packet and deadline tracker for a small-business dispute in a litigation practice course. Submitted 9 filings with zero deadline errors in the semester simulation.
  Tech: PACER, Microsoft Excel, Microsoft Outlook

Skills

- **Legal Research & Writing:** Westlaw, LexisNexis, Legal Research, Legal Writing
- **Litigation Tools:** iManage, PACER, Illinois state e-filing system
- **Practice Areas & Methods:** Insurance Defense, Civil Procedure, Document Review
- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook

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